



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM JOB OPPORTUNITY SECRETARY 2 HOWELL CHENEY TECHNICAL HIGH SCHOOL

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE
BOTTOM OF THIS PAGE!**

Open To: Candidates on the current Secretary 2 examination list

Location: 791 W. Middle Turnpike, Manchester, CT 06040

Job Posting # 57998

Hours: 8:00 a.m. – 5:00 p.m.

Salary: \$42,755 - \$55,910

Closing Date: May 23, 2013

ELIGIBILITY REQUIREMENT:

Candidates must have applied for and passed the Secretary 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

GENERAL KNOWLEDGE:

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software, ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor.

EXAMPLE OF DUTIES:

This individual will be responsible for a full range of duties that include: Typing using a personal computer or other electronic equipment, formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc. Proofreads for content; edits using knowledge of grammar, punctuation and spelling. Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals. Composes complex letters and/or memoranda, etc. (e.g. explaining department practices/policies) for own or supervisor's signature. Compiles information from a variety of sources and prepares narrative or statistical reports, exercising judgment in the selection of items to be included. Greets and directs visitors; answers phones and screens incoming calls; provides advice to callers regarding policy and procedures (e.g. citing a regulation to solve a specific problem); coordinates with others both within and outside of the organization on a variety of non-routine matters. Screens letters, memos, reports and other materials to determine action required; may make recommendations to the supervisor. Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes

notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements.

GENERAL EXPERIENCE:

Three (3) years' experience above the routine clerk level in office support or secretarial work.

SPECIAL EXPERIENCE:

One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

SUBSTITUTIONS ALLOWED:

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

PREFERRED EXPERIENCE:

Experience working in an education institution with knowledge of program spread sheets, excel, data sorting and the ability to multitask. Also knowledge in PowerSchool.

NOTE: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION INSTRUCTIONS:

In addition to meeting the above requirements, candidates must submit the following information in order to be considered for this position.

1. Cover letter
2. Three (3) current professional references
3. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov> to:

Howell Cheney Technical High School
791 W. Middle Turnpike
Manchester, CT 06040
ATTN: Scott MacDonald
TEL: (860) 649-5396
FAX: (860) 649-5263
E-MAIL: scott.macdonald@ct.gov

All required documents must be submitted to be considered for interview.

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/American with Disabilities Act Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2101
Levy.Gillespie@ct.gov

(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty
Education Consultant
Connecticut Technical High School System
25 Industrial Park Road
Middletown, CT 06457
860-807-2220

(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education
Office for Civil Rights
5 Post Office Square, Suite 900
Boston, Massachusetts 02109-3921
617-289-0111
fax number 617-289-0150
TTY/TDD 877-521-2172

(Matters related to race, color, national origin, age, sex and/or disability)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER